

SALEM LUTHERAN CHURCH MEMORIAL GARDEN AND COLUMBARIUM POLICY

Columbarium Ministry

These policies and procedures are intended to protect the interests of both those who wish to use the Columbarium and Salem Lutheran Church. Adherence to the rules will be maintained for the general good and for the preservation of beauty and integrity in the Memorial Garden and Columbarium. Exercising reasonable care for all concerned parties, these rules may be changed by agreement of the Memorial Garden and Columbarium Board with approval of the Salem Church Council.

THE MEMORIAL GARDEN AND COLUMBARIUM BOARD

The Memorial Garden and Columbarium Board shall oversee promotion, reservations, additions, use and maintenance of the Garden and Columbarium. The Board shall consist of the Senior Pastor one (1) lay member of the Salem Church Council and three (3) members of the congregation appointed by the Council for staggered three-year terms to assure continuity. The board will report to the Salem Church Council.

ELIGIBILITY

The right to submit applications for the use of the Columbarium is available to all members of Salem Lutheran Church and their families. The term "family" shall be construed to include family members in the most inclusive sense of the word. This would include spouse, the descendants and parents of each, spouses of descendants, and any adopted descendants. Modifications of the term "family" as used in the Policy may be made at the sole discretion of Salem Lutheran Church.

The form of application for use of the Columbarium is attached as Exhibit A to this Policy. When the attached Exhibit A is signed by the applicant and accepted and signed by Salem Lutheran Church, the application, this Policy and the completed Exhibit B (inscription information) together with a check for the appropriate fee shall constitute an agreement between the applicant and Salem Lutheran Church.

TITLE AND RIGHTS RETAINED BY SALEM

Legal title to all niches shall remain with Salem. No property rights are created by or transferred as a result of this agreement. Acceptance of payment by Salem results only in the right to use a niche. Salem shall at all times have full rights of management and control with respect to all matters relating to the Columbarium.

RIGHTS GRANTED TO USER

An applicant to reserve a Columbarium niche, who has paid the appropriate fee in full and has been assigned a specific niche, shall receive a certificate issued by Salem attesting to his or her right of the sole use of a specified niche. By receipt of this certificate, the columbarium applicant and individual users of the niche agree to all rules of the Memorial Garden and Columbarium Board. The rules apply to heirs, successors, administrators, executors and assigns and are enforceable by the Church and its successors. This agreement is subject to all applicable local and state law and regulations. Removal of cremains from the Columbarium requires approval of the Memorial Garden and Columbarium Board.

PROVISIONS FOR REFUND

A niche may not be sold or otherwise transferred; it can only be surrendered back to Salem Lutheran Church. The returned niche space shall be placed into a pool of unreserved niche spaces and shall be offered to applicants by Salem in the order in which they were returned, subject to location approval by the applicant. At the time the returned niche space is reassigned, Salem shall refund seventy percent (70%) of the original cost to the person who returned the unused niche space. The right to use a niche may not be sold or otherwise transferred.

PROTECTION FROM LOSS OR DAMAGE

Salem Lutheran Church, its employees and agents will undertake reasonable precautions to protect the Columbarium and Garden from loss or damage, but do not assume responsibility for causes beyond its control including, but not limited to, Acts of God, vandalism, accidents or theft. Loss or damage caused by and within the reasonable control of the Church shall be limited to no more than the amount of the money paid for any contracted items, e.g. a cremains container.

DISSOLUTION OF CHURCH AND/OR COLUMBARIUM

It is the intention of Salem Lutheran Church that the Columbarium will be a permanent installation and that Salem will be responsible for its maintenance and tending. In the unlikely event that Salem, for any reason, determines that the Columbarium can or will not longer be maintained, every attempt will be made to contact the nearest living relative of the user regarding disposition of the cremated remains.

RIGHT OF RELOCATION

Salem Lutheran Church reserves the right to move the Columbarium to a different and suitable location, should it become necessary to do so. Notification of such action shall be published in the Church newsletter at least one month prior to such transfer. Notices shall be sent by first class mail to one address provided for each niche that has been reserved. It is the responsibility of those reserving a niche to provide such address.

PROVISIONS AND LIMITATIONS

- a. No more than two urns shall be placed in any double niche; or more than one in a single niche. The fee for a double niche is \$1,600, and the fee for the single niche shall be \$800. There shall be no additional charge for the urn, which shall be supplied by Salem. The fee shall be uniform regardless of the location of the niche. Salem shall determine the location of the niche based on the order in which payment is received and preferred location, if any, specified by the applicant. Salem shall attempt to honor application requests for contiguous niches, provided that all fees for such niches are paid in full,
- b. For uniformity purposes, Salem shall arrange for and determine the font style and size for all inscriptions. Engraving charges are included in the charge for the niche. Inscriptions shall only include name, birth and death dates written in numerals, with the year being a four digit numeral.
- c. No cremated remains may be inured in a niche without a committal service as is deemed appropriate by the Salem pastor. A copy of the death certificate will be required.
- d. No artificial flowers may be placed at or near the Columbarium at any time.
- e. Live floral arrangements may be used at the time of inurnment and must be removed within three (3) days following the committal service.
- f. Niches may be used for the inurnment of cremated human remains only. Any other use of the niche space is prohibited.

ADMINISTRATION OF FUNDS

All funds received for the Memorial Garden and Columbarium shall be placed in a separate account administered by the Church Council. This fund shall be available to the Memorial Garden and Columbarium Board for the purpose of construction, operation, beautification and other expenses involved in the use and upkeep of the Memorial Garden and Columbarium.

AMENDMENTS

Additions or amendments to this policy, including changes in fee structures, may be made as deemed necessary by the Memorial Garden and Columbarium Board, with the consent of the Church Council. The most current policy will be on file at Salem Lutheran Church and available for viewing by interested persons.

Primary Family Contact: Name _____
Address _____

Phone _____
Email _____

Additional Family Contact: Name _____
Address _____

Phone _____
Email _____

Additional Family Contact: Name _____
Address _____

Phone _____
Email _____

In the event that the above information changes, please inform the Memorial Garden and Columbarium Board of Salem Lutheran Church.

Salem Lutheran Church
Memorial Garden and Columbarium Board
PO Box 100
21276 Archibald Rd
Deerwood MN 56444

218-534-3309

EXHIBIT B

INSCRIPTION INFORMATION

Inscriptions will consist of the following identification only”

**Name of the deceased
Dates of birth and death**

---Please type or print---

Niche Number: _____

Name: _____

Date of Birth: _____

Date of Death _____

Name: _____

Date of Birth: _____

Date of Death: _____

**SALEM LUTHERAN CHURCH
Columbarium Certificate**

Niche Number _____

Salem Lutheran Church hereby certifies that it grants to

the exclusive right and privilege of depositing the cremated remains of

_____ and

in Niche Number _____ of the Salem Lutheran Church Columbarium located at Salem Lutheran Church, 21276 Archibald Road, Deerwood, MN.

Certificate issued this _____ day of _____, 20__ by Salem Lutheran Church.

Signature: _____

Title: _____